

Personnel Commission
Rules and Regulations for the Classified Service

Index

PREFACE	2
CHAPTER 10 – GENERAL PROVISION DEFINITIONS	3
Section 10.100 Definitions of Terms	3
Section 10.200 General Provisions	9
10.200.1 Statutory Authority for Rules.....	9
10.200.2 Procedures for Adopting or Amending Rules	9
10.200.3 Printing and Distribution of Rules	9
10.200.4 Judicial Review.....	9
10.200.5 Status of Addenda to Rules.....	9
CHAPTER 20 – PERSONNEL COMMISSION	11
Section 20.100 Appointment of Commissioners	11
20.100.1 Appointing Authorities	11
20.100.2 Qualifications and Restrictions	11
20.100.3 Terms of Office.....	11
20.100.4 Appointing Procedure.....	12
Section 20.200 Organization of Commission	13
20.200.1 Officers and Terms.....	13
20.200.2 Quorum and Majority	13
Section 20.300 Meetings	13
20.300.1 Regular Meetings, Notices	13
20.300.2 Special Meetings	14
20.300.3 Closed Sessions.....	14
20.300.4 Minutes.....	14
20.300.5 Agenda Items, Public Participation.....	14
20.300.6 Compensation of Commissioners.....	15
Section 20.400 Commission Employees	15
20.400.1 General Provisions and Status	15
20.400.2 Duties of Personnel Director.....	16
20.400.3 In-service Training.....	16
Section 20.500 Annual Budget	16
Section 20.600 Annual Report	17
CHAPTER 30 – POSITION CLASSIFICATION	18
Section 30.100 General Provisions	18
30.100.1 Statutory Authority	18
Section 30.200 The Classified Service	18
20.200.1 Positions Included – General.....	18

30.200.2	Positions Included – Specific.....	19
30.200.3	Professional Experts	19
30.200.4	Limited Term Positions, Employees	19
Section 30.300	General Classification Rules	20
30.300.1	Assignment of Duties	20
30.300.2	General Nature of the Classification Plan.....	20
30.300.3	Class Descriptions.....	21
30.300.4	Interpretation of Class Descriptions.....	21
30.300.5	Allocation of Positions to Classes.....	22
30.300.6	Changes in Duties of Positions.....	22
30.300.7	Working out of Classification	22
30.300.8	Review of Positions	23
30.300.9	Creation of New Positions	23
30.300.10	Positions Requiring Multiple Languages	23
30.300.11	Maintenance of the Classification Plan.....	24
Section 30.400	General Classification Rules	24
30.400.1	Requests for Study.....	24
30.400.2	Effective Date of Reclassification	24
30.400.3	Effects on Incumbents.....	25
30.400.4	Reemployment List for Displaced Incumbents	25
CHAPTER 40 – APPLICATION AND EXAMINATION		27
Section 40.100	Application for Employment	27
40.100.1	Filing of Application	27
40.100.2	Basic Qualifications of Applicants.....	27
40.100.3	Elimination of Unfit Applicants, Candidates & Eligibles	27
40.100.4	Rejection and Appeal of Rejection	28
40.100.5	Action When Rejection is Not Sustained	29
40.100.6	Retention of Applications.....	29
40.100.7	Applicants’ Names Not Made Public	29
Section 40.200	Examinations	29
40.200.1	Examination Board	30
40.200.2	Promotional Examinations.....	30
40.200.3	Notice of Examination	30
40.200.4	Who May Compete.....	31
40.200.5	Admission to Examination	31
40.200.6	Character of Examination	31
40.200.7	Examination Process.....	31
40.200.8	Examination Weightings	32
40.200.9	Rating Required	32
40.200.10	Examination Papers	32
40.200.11	Qualifications Appraisal Interview (Oral Examination)	32
40.200.12	Veteran’s Preference Credits	33
40.200.13	Seniority Credit.....	34
40.200.14	Determination of Ranks.....	34

40.200.14.1	Inclusion of Eligible Candidates in Multiple Eligibility Lists	34
40.200.15	Notice of Final Score	35
CHAPTER 50 – EMPLOYMENT LISTS		36
Section 50.100	Eligibility Lists	36
50.100.1	Establishment of Life of Eligibility Lists	36
50.100.2	Reemployment Lists	36
50.100.3	Termination of Eligibility Lists	36
50.100.4	Consolidation of Eligibility Lists	36
50.100.5	Eligibility After Appointment.....	37
50.100.6	Removal of Names from Eligibility Lists	37
Section 50.200	Certification from Employment Lists	38
50.200.1	Order of Precedence	38
50.200.2	Dual Certification	38
50.200.3	Procedure When Fewer Than Three Names Remain	39
50.200.4	Other Sources of Eligibility	39
50.200.5	Waivers of Certification	39
50.200.6	Procedure of Certification and Appointment from Eligibility Lists	39
50.200.7	Certification of Additional Eligible Candidates	40
50.200.8	Certification from List for Another Class	40
50.200.9	Withholding Names from Certification	41
50.200.10	Restoration to Certification	41
50.200.11	Duties of Eligible Candidate	42
50.200.12	Subjects Regarding Which No Questions Shall Be Asked	42
50.200.13	Certification of Eligible Candidates for Positions with Language Requirements.....	43
50.200.14	Reduction in Eligibility	43
Section 50.300	Provisional Appointments	44
50.300.1	Restrictions.....	44
50.300.2	Terminating Provisional Appointments	45
50.300.3	Emergency Appointments	45
CHAPTER 60 – IN-SERVICE STATUS AND TRANSACTION		46
Section 60.100	Probation	46
60.100.1	Length of Probation	46
60.100.2	Rights of Probationary Employees	46
Section 60.200	Changes in Position, Class or Assigned Time	47
60.200.1	Transfer.....	47
60.200.2	Reassignment	48
60.200.3	Demotion	48
60.200.4	Decreases in Assigned Time.....	49
60.200.5	Change in Assignment Due to Reclassification	49

60.200.6	Effect of Reorganization Upon Incumbents	50
Section 60.300	Layoff	50
60.300.1	General Regulations.....	50
60.300.2	Seniority (Order of Layoff)	50
60.300.3	Displacement Rights	51
60.300.4	Notice of Layoff	52
60.300.5	Re-employment Rights	53
Section 60.400	Resignation	54
Section 60.500	Disciplinary Action and Rights of Appeal	54
60.500.1	Suspension, Demotion or Dismissal	54
60.500.2	Appeal	57
60.500.3	Hearing Procedure	58
Section 60.600	Restoration, Re-employment, Reinstatement	60
60.600.1	Restoration Following Voluntary Demotion.....	60
60.600.2	Reinstatement Following Layoff	60
60.600.3	Re-employment Following Resignation	61
Section 60.700	Reassignment of Handicapped Employees	62
60.700.1	Conditions Leading to Reassignment, Nature of Reassignment.....	62
60.700.2	Effect of Reassignment	62
Section 60.800	Performance Evaluations	62
60.800.1	Frequency of Evaluations	62
60.800.2	Evaluators	63
60.800.3	Procedure.....	63
60.800.4	Appeals of Evaluations.....	64
CHAPTER 65 – LEAVES OF ABSENCE, HOLIDAYS	65
Section 65.100	Vacation	65
65.100.1	General Provisions	65
65.100.2	Vacation Schedules, Accrual.....	65
65.100.3	Illness and Bereavement While on Vacation	65
Section 65.200	Industrial Accident or Industrial Illness Leave	66
65.200.1	General Provisions	66
65.200.2	Reporting Procedure	67
65.200.3	Amount of Annual Leave	67
65.200.4	Method of Compensation, Re-employment	67
Section 65.300	Personal Illness (Sick) Leave	67
65.300.1	General Provisions	67
65.300.2	Amount of Sick Leave Credited Annually	68
65.300.3	Additional Sick Leave	68
Section 65.400	Bereavement Leave	69
65.400.1	General Provisions	69
Section 65.500	Personal Necessity Leave	70
65.500.1	General Provisions	70
Section 65.600	Jury Duty and Witness Leave	70
65.600.1	General Provisions	70
Section 65.700	Absence for Examination	71

65.700.1	General Provisions	71
Section 65.800	Military Leave	71
65.800.1	General Provisions	71
Section 65.900	Leave of Absence Without Pay	72
65.900.1	General Provisions	72
Section 65.1000	Parental/Family Care Leave	73
65.1000.1	General Provisions	73
Section 65.1100	Leave to Serve in An Exempt, Temporary, or Limited-Term Position	74
65.1100.1	General Provisions	74
CHAPTER 70 – WAGE AND SALARY PROVISIONS		75
Section 70.100	Determination of Salary Schedules	75
70.100.1	Factors in Salary Determination	75
70.100.2	Salary Studies	75
70.100.3	Salary Recommendations	75
Section 70.200	Administration of Salary Schedules	76
70.200.1	Initial Salary Placement.....	76
70.200.2	Reinstatement or Re-employment.....	76
70.200.3	Service Increments (Step Advancement)	77
70.200.4	Promotional Salary Placement	77
70.200.5	Salary Placement After Leave of Absence	78
70.200.6	Salary Placement in Lower Class.....	78
70.200.7	Salary When Working in a Higher Classification	78
Section 70.300	Work Periods and Overtime	79
70.300.1	Workweek and Workday.....	79
70.300.2	Overtime.....	79
Section 70.400	Special Compensation	80
70.400.1	Shift Differential	80
Section 70.500	Holiday Pay	81
70.500.1	Eligibility	81
70.500.2	Exchange of Holidays.....	81
Section 70.600	Payrolls	82
70.600.1	Official Roster.....	82
70.600.2	Payroll Audit	82
Section 70.700	Benefits of Part-time Employees	83
CHAPTER 80		84
Section 80.100	Political Activity	84
80.100.1	Political Activity Freedom	84
80.100.2	Cause for Disciplinary Action.....	84
80.100.3	Personal Candidacy	84
80.100.4	Leave of Absence.....	84
80.100.5	Election to a Political Office	85
80.100.6	Complaint Regarding Personnel Commission Rules	85